# J O B  O P P O R T U N I T Y

## CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
*Honoring California's Veterans*

**Classification:** **Associate Information Systems Analyst ($4,467-$5,703)**
**Will consider:**

**Assistant Information Systems Analyst ($3,004-$4,742)**
**Permanent, Full Time**

**Location:** Department of Veterans Affairs
Information Systems Division – MITAS Unit
1227 O Street, Room 402
Sacramento, CA  95814

**Who Should Apply:** Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement.  Eligible honorably discharged veterans are encouraged to apply.  **SROA PROVISIONS APPLY.**

**Duties and Responsibilities:** **(Duties will be commensurate upon classification selected)**
Under the general supervision of a Senior Information Systems Analyst, works independently to provide technical support and analytical services primarily to the California Department of Veterans Affairs (CDVA) Accounting Office.  This position maintains knowledge of government accounting principles, practices and usage of the State Accounting System and Cal Stars.  Specific duties include:

- Technical support and advance technical guidance and assistance to system users to ensure that MITAS is utilized effectively and efficiently.  Independent response to service requests that cannot be resolved by first-level help desk.
- Vendor contact for facilitating problem resolution and lead responsible for providing MITAS end user training to new Accounting Unit employees.
- Technical specialist for identifying, analyzing, planning, coordinating, developing, testing, and documenting changes to the more complex processes, procedures and applications with the system.
- Set up and maintain general ledger interfaces, tables and account structures with consideration for future bond issues and flexibility to accommodate new programs and funds due to legislative changes. Create export files for other public government agencies; develop Access databases for generating reports.
- Perform year-end processes of database maintenance, insurance sweeps, loan module activity reports, encumbrances updates, and check reconciliation.
- Create secure export files for Insurance Companies and other public government agencies. Develop Access databases for generating periodic and on-demand reports.
- Prepare written specifications and documentation for requesting system changes to contracted vendors.
- Develop test specifications and perform testing of application and system changes.
- Develop and maintain procedure manuals.

**How to Apply:** Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Human Resources Division
1227 "O" Street, Room 402
Sacramento, CA  95814
**Attn: <u>Juanita Rios, Ref: M80#103-06/07)</u>**

**Inquiries:**
Voice:  (916) 653-1984
TDD:    (916) 653-1966

**Note:  In line #12 of the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement.  Failure to do so could result in being rejected from the interview process**.

## Final Filing Date:  <u>Until Filled</u>